

Letter of Refusal for New Position

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

[Your Job Title]

[Your Department]

[Your Company]

Dear [Manager's Name],

Thank you very much for offering me the position of [Position Title] at [Company Name]. I truly appreciate the confidence you and the team have shown in me.

After careful consideration, I have decided to decline the offer. This was not an easy decision for me, but I believe it is the best one for my current career path.

I am grateful for the opportunity and hope to continue contributing to the team in my current role.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]